

The U.S. Department of Energy



Accessing NTC eLearning Courses from the DOE OLC²

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1.0 Logging On to the Online Learning Center² (OLC²)

Background

The Department of Energy's learning management system (LMS) is the Online Learning Center² (OLC²). An LMS is a database for the administration of employee training records and training functions. It also serves as the host for online courses or eLearning.

All DOE federal and contractor employees who have taken courses at the NTC should have a Learner record in the OLC².

- If you are a DOE Federal or contractor employee and do not have an OLC² login, please contact the OLC² Help Desk, 202.586.3607, or energyolc@hq.doe.gov.
- If you require assistance logging into the OLC², please contact the OLC² Help Desk, 202.586.3607, or energyolc@hq.doe.gov.

1.1 Access the OLC² Web address

From an Internet browser, type or copy the OLC² Web address or URL. The Web address or URL for the OLC² is <https://olc2.energy.gov/elms/learner/login.jsp>

Note: The above URL is a clickable link. Please bookmark the page (add the page to Favorites) when you have accessed it.

Department of Energy Learning Center2 Login - Microsoft Internet Explorer

Address: <https://olc2.energy.gov/elms/learner/login.jsp>

US Department of Energy Online Learning Center²

FAQ | DOE OLC² Helpdesk | OLC² Desktop System Configuration Checker | OLC² Course Catalog | ETS

<p>Did You Know?</p> <ul style="list-style-type: none"> • If you have not accessed the OLC² in the last six months your password may have expired. To verify if your account is still active, login to the Learner site. If not active, please contact your organizations OLC² Administrator. • If you have an account, but have forgotten your password, click the "Forgot Your Password?" link in the Welcome column to your right to have your password sent via email. • If don't have an OLC² account, contact your organization's OLC² Administrator to request an account be created for you. Click here to see a listing of OLC² Administrators. 	<p>OLC² Training News</p> <p>The OLC² has a new look and additional functionality.</p> <p>The changes, based primarily on focus user feedback, were made to make the OLC² more user friendly.</p> <p>Some of the changes are:</p> <ul style="list-style-type: none"> • Frequently Asked Questions (FAQ) link. • The ability to email the DOE OLC² Help Desk directly. • An automated Desktop System Configuration Checker. • A preview of the +3000 OLC² course titles. • A link to the Enterprise Training Services (ETS) web page. • A web-based training tutorial on "How to Use the OLC²" powered by Plateau. • A "Did You Know?" section to share facts and statistics about the OLC². • A "OLC² Training News" section to share important OLC² news and information. 	<p>Welcome</p> <p>LEARNER ID: <input type="text"/> Enter your LE</p> <p>PASSWORD: <input type="password"/></p> <p>Forgot Your Password?</p> <p>GETTING STARTED</p> <ol style="list-style-type: none"> 1. Enter your Learner ID. Your L your "FIRSTNAME.LASTNAME" 2. Enter your Password. Can't re the "Forgot Your Password?" li 3. Click "Login" to proceed to the page. 4. To View the web-based trainir "How to use the OLC²" Click 5. Need Help? Contact the DOE
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1.2 Configure your system (if required)

The *OLC² Desktop System Configuration Checker* will launch and identify any configuration issues your computer or network may have with the OLC². Respond to any Configuration Checker instructions to receive NTC eLearning from the OLC².

*****WARNING*****

This is an official U.S. Government System for authorized use only. To protect this system from unauthorized use, activities on this system are monitored and recorded and subject to audit. By using this system, the user expressly consents to such monitoring and recording. Any unauthorized access or use of this system is prohibited and could subject the user to criminal and civil penalties and/or administrative action.

Step 1:

YOU must manually confirm the following three (3) configuration requirements:

- MEDIUM Security Level
- <https://olc2.energy.gov> must be a trusted site
- Adobe Reader preference "Display in Browser" option box must be unchecked

[Click here](#) to open the "How to Change" instructions. The instructions can be printed if needed.

Step 2:

Follow the instructions located in the "What to Do" column in the following table for any requirements not passed.

Desktop Configuration Requirements to use the OLC ² :	Your Current Desktop Configuration Status:	Pass/Fail:	What to Do:
Supported Operating Systems: • Windows 2000, XP • Mac OS X (10.3)	Win32	Pass	
Microsoft I.E. 5.5 and above is the DOE Corporate preferred internet browser.	Mozilla/4.0 (compatible; MSIE 6.0; Windows NT 5.1; SV1; .NET CLR 1.1.4322; .NET CLR 2.0.50727; InfoPath.1; .NET CLR 3.0.04506.30)	Pass	
Java must be enabled	Yes	Pass	
Popups must be enabled	Yes	Pass	
Javascript must be enabled	Yes	Pass	
Cookies must be enabled	Yes	Pass	
Screen resolution must be set to 1024x768 or greater	1024 x 768	Pass	
Color depth must be 16 bit or greater	32	Pass	

1.3 Enter your Learner ID and password.

In the appropriate fields, enter your Learner ID and password. Press "Enter."

(Again, if you do not have or know your Learner ID and password, contact the NTC Registration Department: registration@ntc.doe.gov or 1.505.845.5170, ext. 310.)

Note: If you receive a new Learner ID or password, the OLC² will require you to create a new password using the format described in the OLC². Once you have created your new password, you will need to log in to the OLC² again using that new password.

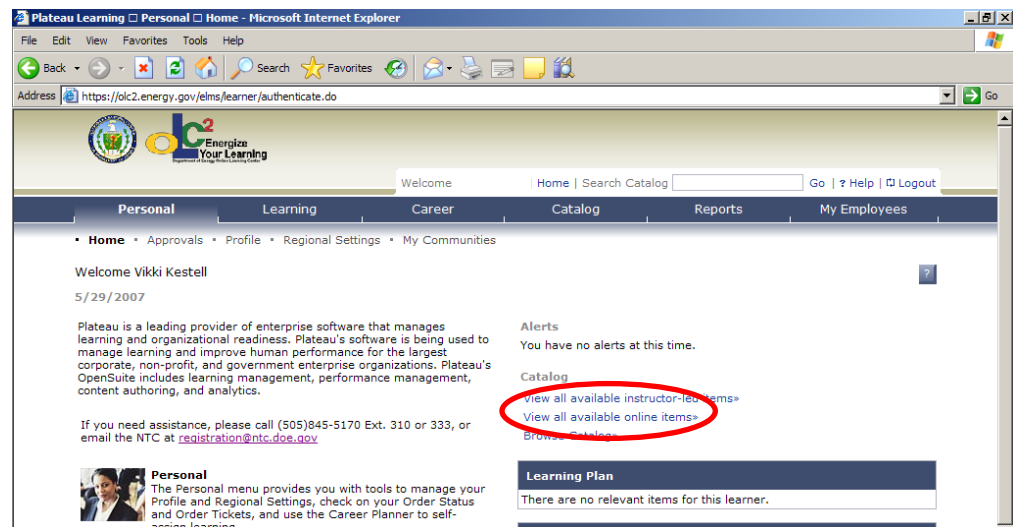
2.0 Locating NTC ELearning Courses

Note: NTC eLearning courses can be found in two locations in the OLC²: under “View all available online items” (2.1.a) or through the NTC Catalog (2.1.b). New courses will also be seen under the “Featured Items” link below your Learning Plan on your Home page.

2.1.a Locate all eLearning courses through “View all available online items”

Note: Once you log in to the OLC², you are on your “Home” page. The link to “View all available online items” is on your Home page directly above your Learning Plan.

2.1.a.1 Click the link to view all available NTC eLearning courses.



2.1.b Locate specific eLearning courses through the Catalog tab

Once you log in to the OLC², you are on your "Home" page. Tabs across the top may include Personal, Learning, Career, and Catalog.

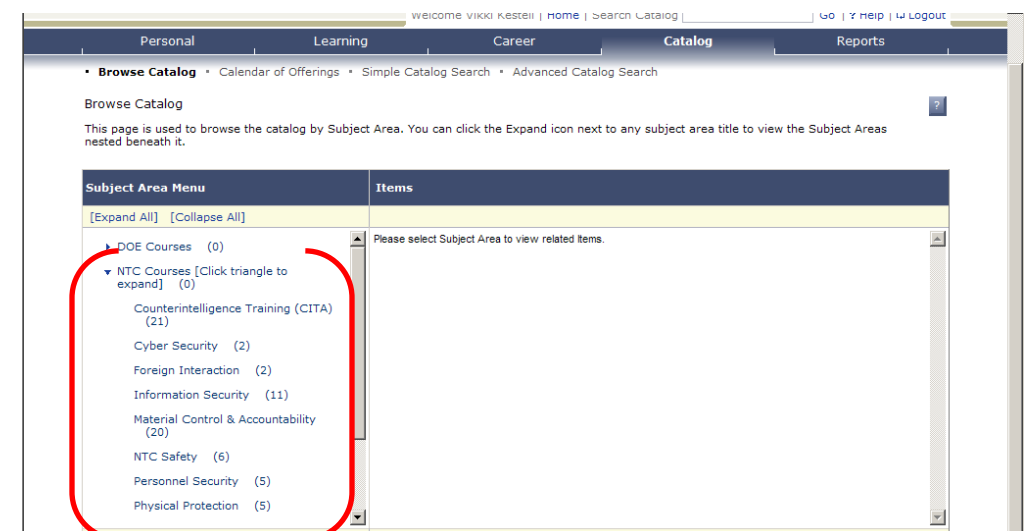
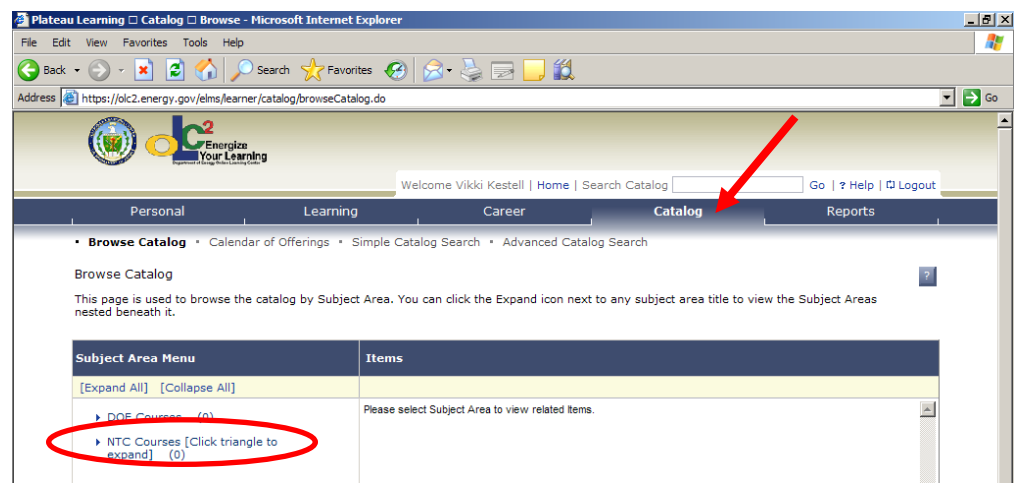
2.1.b.1 Click the Catalog tab.

The NTC Catalog is displayed under the Subject Area Menu. Browse the catalog's subject areas for both Instructor Led Training (ILT) and eLearning courses.

Note: You must click the triangle to the left of the NTC Catalog link to expand "NTC Courses."

2.1.b.2 Click the triangle to the left of the NTC Catalog link to expand "NTC Courses."

2.1.b.3 Browse the NTC subject areas to find subject-specific online courses.



3.0 Taking NTC ELearning Courses

3.1 Launch content or add to Learning Plan

3.1.1 Click the appropriate button to either launch a course's content or add it to your Learning Plan.

Note: If you launch the course's content, it is automatically added to your Learning Plan. You may return to content on your Learning Plan any time you log in to the OLC².

Personal Learning Career Catalog Reports

• Browse Catalog • Calendar of Offerings • **Simple Catalog Search** • Advanced Catalog Search

Search Results

Enter Keywords to search the Item Title and the Item Description fields.

Keywords: ☐ Exact Phrase

☐ Instructor-Led ☒ Online ☐ Other (Select one or more)

Title	Type	Price (\$)	Status	Action
General Technical Base Course	🔗	0.00	--	<input type="button" value="Launch content"/> <input type="button" value="Add to Learning Plan"/>
OPSEC Overview Course	🔗	0.00	--	<input type="button" value="Launch content"/> <input type="button" value="Add to Learning Plan"/>
Personnel Security Awareness Briefing	🔗	0.00	Already On Plan	<input type="button" value="Launch content"/>

3.1.2 Click the course link. (Launching content always involves clicking both the "Launch Content" button and the actual course link.)

Personal Learning Career Catalog Reports

• **Learning Plan** • Learning Calendar • Current Registrations • Curriculum Status • Learning History • Record Learning

Online Content Structure

Personnel Security Awareness Briefing
BRIEFING NTC1003
Revision: 5/9/2007 03:23 PM EST

Content Structure	Status	Completion Date
Personnel Security Awareness Briefing		
Personnel Security Awareness Briefing		

3.1.3 Begin taking the course.

Note: The course will open in a separate window. *Follow the navigation instructions and completion requirements provided in each course.*

Note: If you exit the course before completion, the OLC² will "bookmark" your progress and return you to the last page viewed when you next log in.

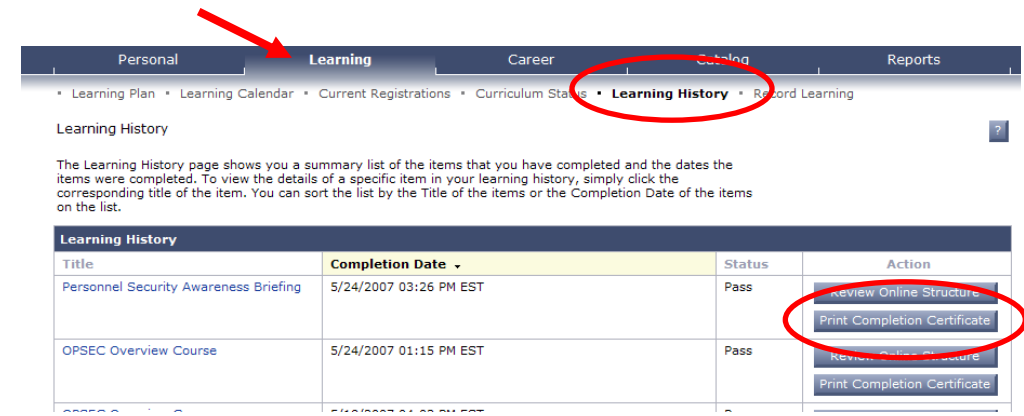
3.2 Print completion certificate.

When you have satisfied the course completion requirements, the course disappears from your Learning Plan and appears in your Learning History with a completion date. From your Learning History, you will be able to print a course completion certificate.

3.2.1 Click the Learning tab

3.2.2 Click "Learning History"

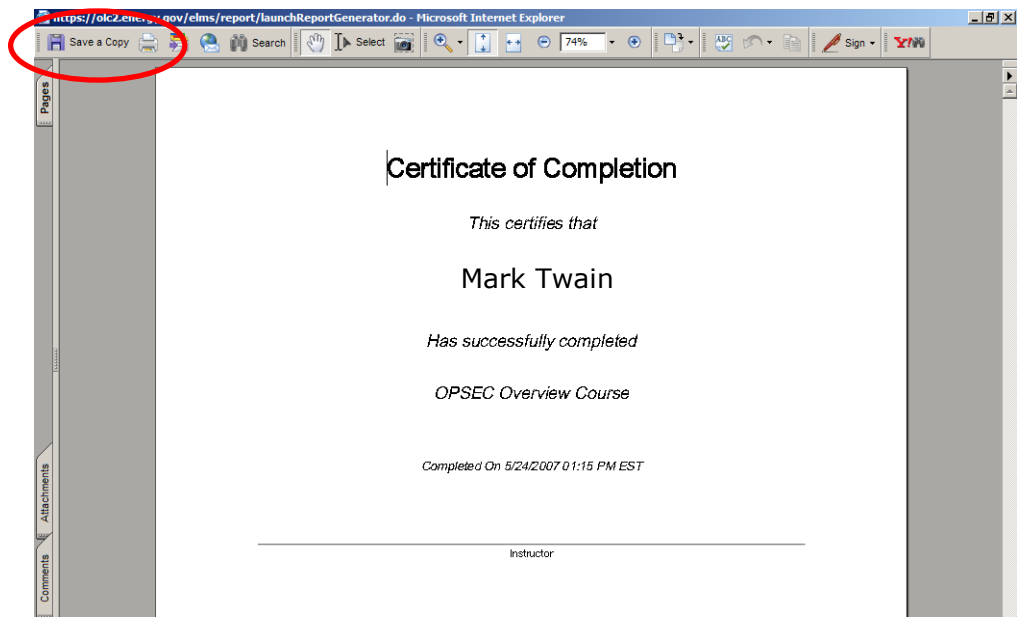
3.2.3 Click "Print Completion Certificate"



Title	Completion Date	Status	Action
Personnel Security Awareness Briefing	5/24/2007 03:26 PM EST	Pass	Review Online Structure Print Completion Certificate
OPSEC Overview Course	5/24/2007 01:15 PM EST	Pass	Review Online Structure Print Completion Certificate

3.2.4 Print and/or save the certificate

Note: The certificate is a PDF file that can be printed or saved to your computer and printed later.



https://olc2.energy.gov/olms/report/launchReportGenerator.do - Microsoft Internet Explorer

Save a Copy

Certificate of Completion

This certifies that

Mark Twain

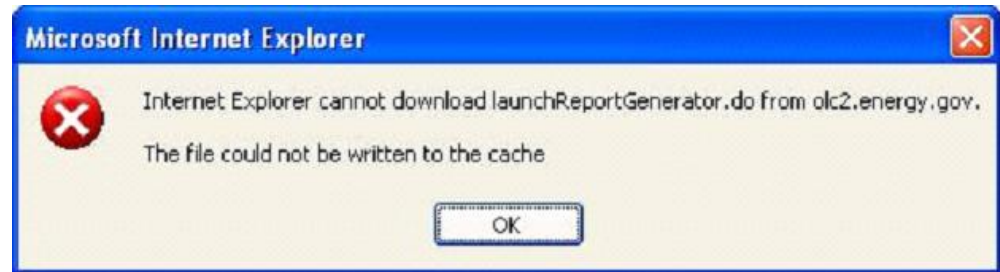
Has successfully completed

OPSEC Overview Course

Completed On 5/24/2007 01:15 PM EST

Instructor

3.3 Error Message When Attempting to Print Certificate



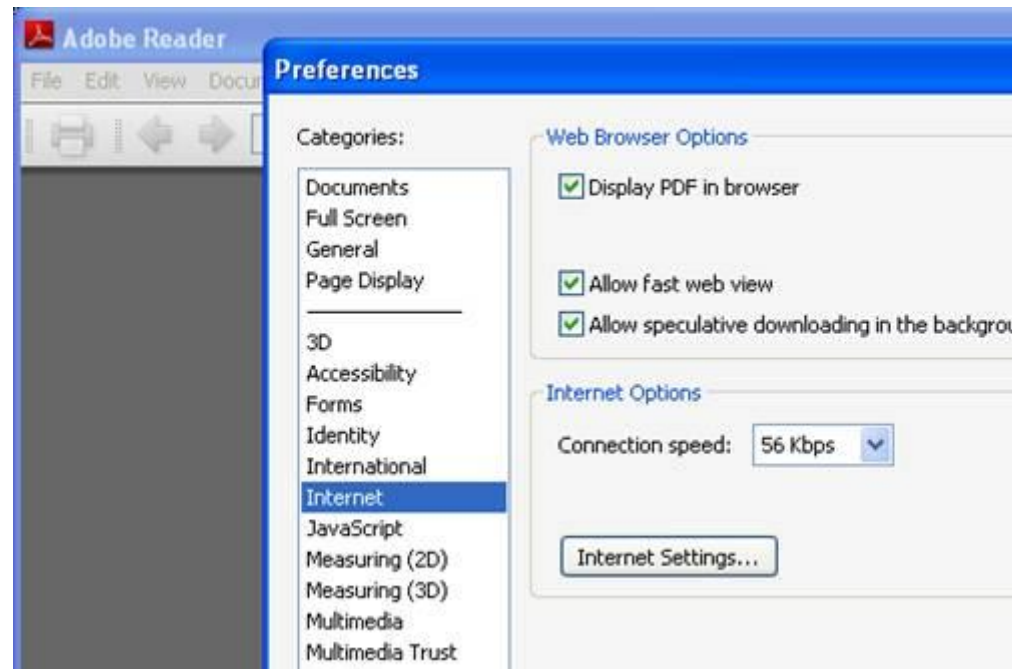
If you receive the above error message when you click the Print Completion Certificate button, a setting in your Adobe Acrobat Reader must be changed. Please follow the instructions below

Note: Make sure that you have Adobe Reader 5.0 or greater installed on your computer first.

3.3.1 Go to the Start menu, Programs, and open the Adobe Reader program.

3.3.2 Navigate to "Edit" then "Preferences."

3.3.3. Under the "Internet" Category, look at the current status of the "Display PDF in browser" checkbox. If it is not checked, then check it. However, If it is already checked, uncheck it.



3.3.4 Restart your computer.

3.3.5 Try to print your report again

If this change fails, contact your local IT department to work on this issue.